


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Legal Counsel</u>	CLASSIFICATION CODE: <u>00587300</u>
	SALARY RANGE: <u>\$41566 - \$46929</u>	REFERENCE POSITION NO.: <u>34</u>
	Department or Agency Name <u>Other Commission</u>	APPLICATION PERIOD: <u>08/25/2003-09/01/2003</u>
	Division/Section/Unit <u>Commission Human Rights</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st. Mon- Fri</u>	Job Location: <u>Providence</u>
	Restrictions/Limitations: <u>n/a</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: _____	
	There is* ____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	DUTIES / RESPONSIBILITIES: Assist in research and preparation of agency decisions and orders, the drafting and monitoring of legislation and litigation. Provides legal guidance and support during the investigative, conciliation, hearing and appeal stages of agency activities. Performs related duties as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Must possess a juris doctorate from an accredited law school and be a practicing member of the RI Bar Association. Must have substantial knowledge of and three years professional experience in procedures applicable to administrative enforcement and compliance agencies as well as a working knowledge of state and federal antidiscrimination laws, rules and regulations. Strong writing skills are required and some experience in civil rights or related human rights litigation is preferred.	
	Where to Apply Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Betsy Ross Commission for Human Rights 180 Westminster Street, 3rd f. Providence, RI 02905 Telephone #: 222-2662 Fax #: 222-2616 TTY/TDD #: 222-2664 (Telecommunication Device for the Deaf)	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER